

HEAT User Guides: Using HEAT with NERUPI

Q. Who is this guide for?

A. All HEAT members who subscribe to NERUPI.

This guide will show you how to code activities to the NERUPI framework and then report on these activities.

Please note: This guide requires institutions to set up custom data fields. Only HEAT Coordinators or Custom Roles where **Add Custom Data** permission has been given are able to do this.

[Creating custom data fields to record the five NERUPI aims](#)

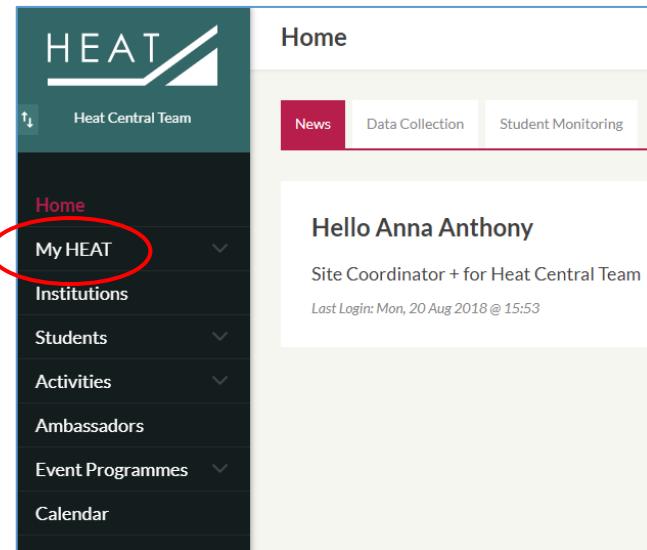
[Reporting on the NERUPI aims](#)

In order to report on the NERUPI framework through HEAT, institutions must first create custom data fields in the **Activities** tab. Custom data fields enable institutions to record data that is specific to their own data requirements. In this guide these fields will reflect the five **NERUPI Aims**, however, you could create fields to reflect the **NERUPI Levels** or **NERUPI Objectives**.



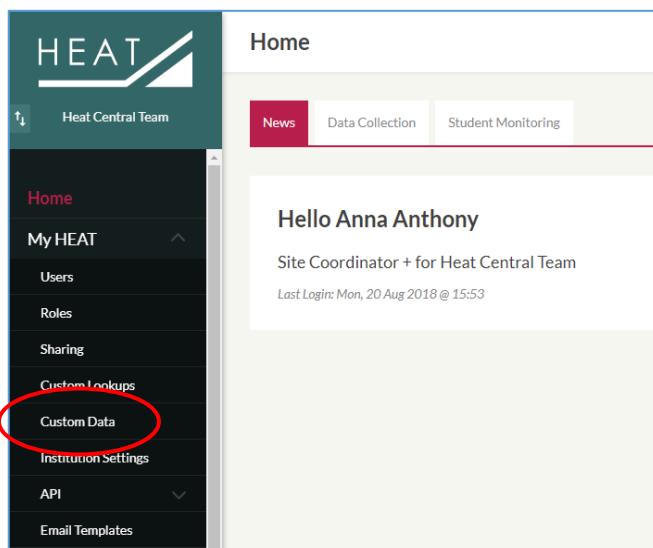
Creating custom data fields to record the five NERUPI aims

- Log in to the HEAT database
- Select [My HEAT](#) from the options listed in the left-hand menu



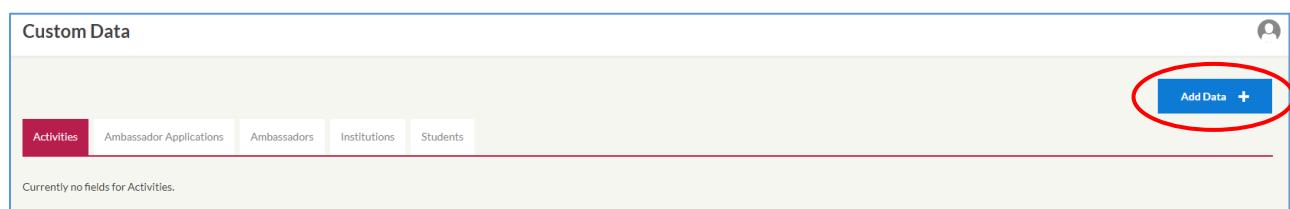
This screenshot shows the HEAT Home page. On the left, a vertical navigation menu is displayed with the following items: Home, My HEAT (which is circled in red), Institutions, Students, Activities, Ambassadors, Event Programmes, and Calendar. The main content area on the right is titled 'Home' and displays a welcome message: 'Hello Anna Anthony' (Site Coordinator + for Heat Central Team, Last Login: Mon, 20 Aug 2018 @ 15:53). At the top of the content area, there are three tabs: News (selected), Data Collection, and Student Monitoring.

- Select [Custom Data](#) from the options in the left-hand menu



This screenshot shows the HEAT Home page, similar to the previous one. The left navigation menu now includes an additional item: Custom Data (which is circled in red). The rest of the interface and content area are identical to the first screenshot.

- Select [Add Data +](#) from top-right-hand corner of screen



This screenshot shows the 'Custom Data' page. The top navigation bar has a 'Custom Data' tab (selected) and a user icon. Below the navigation, there is a horizontal menu with tabs: Activities (selected), Ambassador Applications, Ambassadors, Institutions, and Students. A message at the bottom left says 'Currently no fields for Activities.' In the top right corner, there is a blue button with a white plus sign and the text 'Add Data +' (which is circled in red).

- In the **Entities** drop-down box, select **Activities**
- In the **Identifier** free-text box, type **KNOW**
- In the **Type** drop-down box, select **Yes/No/Unknown**
- In the **Section** free-text box, type **NERUPI**
- If you wish to write a brief description of the NERUPI Framework for users you can do this in the **Section Description** text box
- In the **Label** free-text box, type **KNOW**
- Leave the **Required** checkbox unticked

Custom Data

[Go back to custom data](#)

Creating custom data

Information



INSTITUTION GROUP

Heat Central Team 0 (#033808)



ENTITY

Activities



IDENTIFIER*

KNOW



TYPE

Yes / No / Unknown



SECTION

Five NERUPI Aims



SECTION DESCRIPTION

The following five NERUPI aims provide a common foundation for planning and evaluating diverse interventions



POSITION

0



LABEL*

KNOW



REQUIRED



Hide this custom data field, to keep existing data and prevent more data from being added.



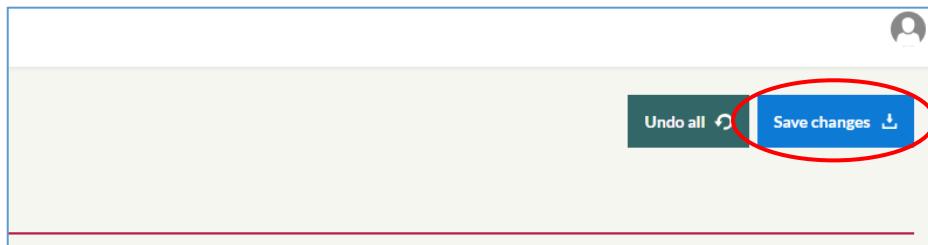
HIDE



IMPORT TEMPLATE HELP [Import Template Help](#)



- Click the **Save Changes** button in the top-right-hand corner of the screen



Repeat this process with the remaining four NERUPI aims: **CHOOSE, BECOME, PRACTISE** and **UNDERSTAND**. Please ensure the text in the **Section** and **Section Description** free-text boxes match exactly when setting up each aim (HEAT saves the text entered for the first aim so this can be selected next time).

The five NERUPI aims can now be seen in the **Custom** tab when creating a new activity or in an existing **Activity** record. You can now start coding your activities in accordance with the NERUPI framework.

[Go back to activities](#)

Creating new activity

General Logistics Staff Delivery Partners Beneficiaries Students Sessions Surveys Evaluation Plan Ambassadors Notes **Custom** Audit

Five NERUPI Aims

The following five NERUPI aims provide a common foundation for planning and evaluating diverse interventions

	KNOW	Unknown	▼
	CHOOSE	Unknown	▼
	BECOME	Unknown	▼
	PRACTISE	Unknown	▼
	UNDERSTAND	Unknown	▼

For ease of reporting, select **Yes** where an activity aligns with that aim (you may select more than one) but leave those aims that do not apply as the default **Unknown**, rather than selecting **No**. This will mean those fields appear as blanks in the data export.

Reporting on the NERUPI aims

The standard **HEAT Delivery Report** does not currently report on **Custom Data** fields, however, data can easily be exported into an Excel spreadsheet for manipulation.

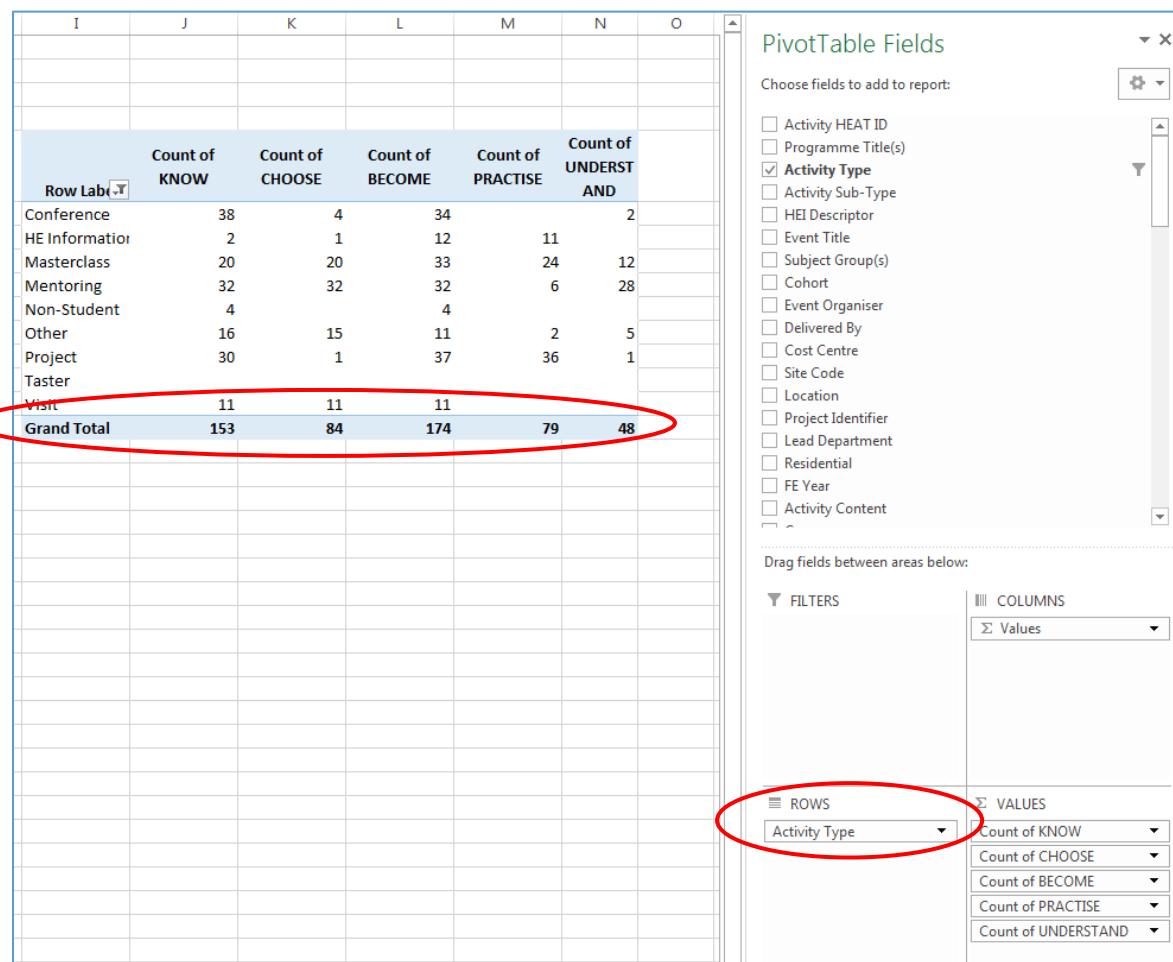
Please note: HEAT's guide on **Filtering and Exporting** will be useful prior reading for those unfamiliar with isolating and exporting data from HEAT before manipulating in Excel.

The following bullet points and screen shots provide an example of **one way** to report on NERUPI data exported from HEAT in Excel.

- Exporting activities will allow you to count the number of activities delivered falling under each of NERUPI's aims, with each of NERUPI's five aims appearing as separate columns in your data (see example below)

Activity HEAT ID	Activity Type	KNOW	CHOOSE	BECOME	PRACTISE	UNDERSTAND
1001	Mentoring				Yes	
1002	Other	Yes	Yes			Yes
1003	Masterclass	Yes	Yes	Yes		Yes
1004	Masterclass	Yes	Yes	Yes		Yes
1005	Masterclass	Yes	Yes	Yes		Yes
1006	Project	Yes		Yes	Yes	
1007	Masterclass	Yes	Yes	Yes		Yes
1008	Project	Yes	Yes	Yes		
1009	Masterclass	Yes	Yes	Yes		Yes
1010	Mentoring	Yes	Yes	Yes		Yes

- Setting up a Pivot Table as shown below will allow you to count the number of activities recorded under each NERUPI aim (grand total row)
- Placing another activity variable in the **Rows** section of the Pivot Table will create a crosstab whereby data are further broken down (Activity Type has been used in the example below)



PivotTable Fields

Choose fields to add to report:

- Activity HEAT ID
- Programme Title(s)
- Activity Type**
- Activity Sub-Type
- HEI Descriptor
- Event Title
- Subject Group(s)
- Cohort
- Event Organiser
- Delivered By
- Cost Centre
- Site Code
- Location
- Project Identifier
- Lead Department
- Residential
- FE Year
- Activity Content

Drag fields between areas below:

ROWS

VALUES

Activity Type	Count of KNOW
	Count of CHOOSE
	Count of BECOME
	Count of PRACTISE
	Count of UNDERSTAND

- The total estimated or total registered number of students attending activities assigned to each NERUPI aim can also be calculated using this export (this must be done using five separate Pivot Tables as shown below)

PivotTable Fields

Choose fields to add to report:

- Activity HEAT ID
- Programme Title(s)
- Activity Type
- Activity Sub-Type
- HEI Descriptor
- Event Title
- Subject Group(s)
- Cohort
- Event Organiser
- Delivered By
- Cost Centre
- Site Code
- Location
- Project Identifier
- Lead Department
- Residential
- FE Year
- Activity Content

Drag fields between areas below:

FILTERSCOLUMNS

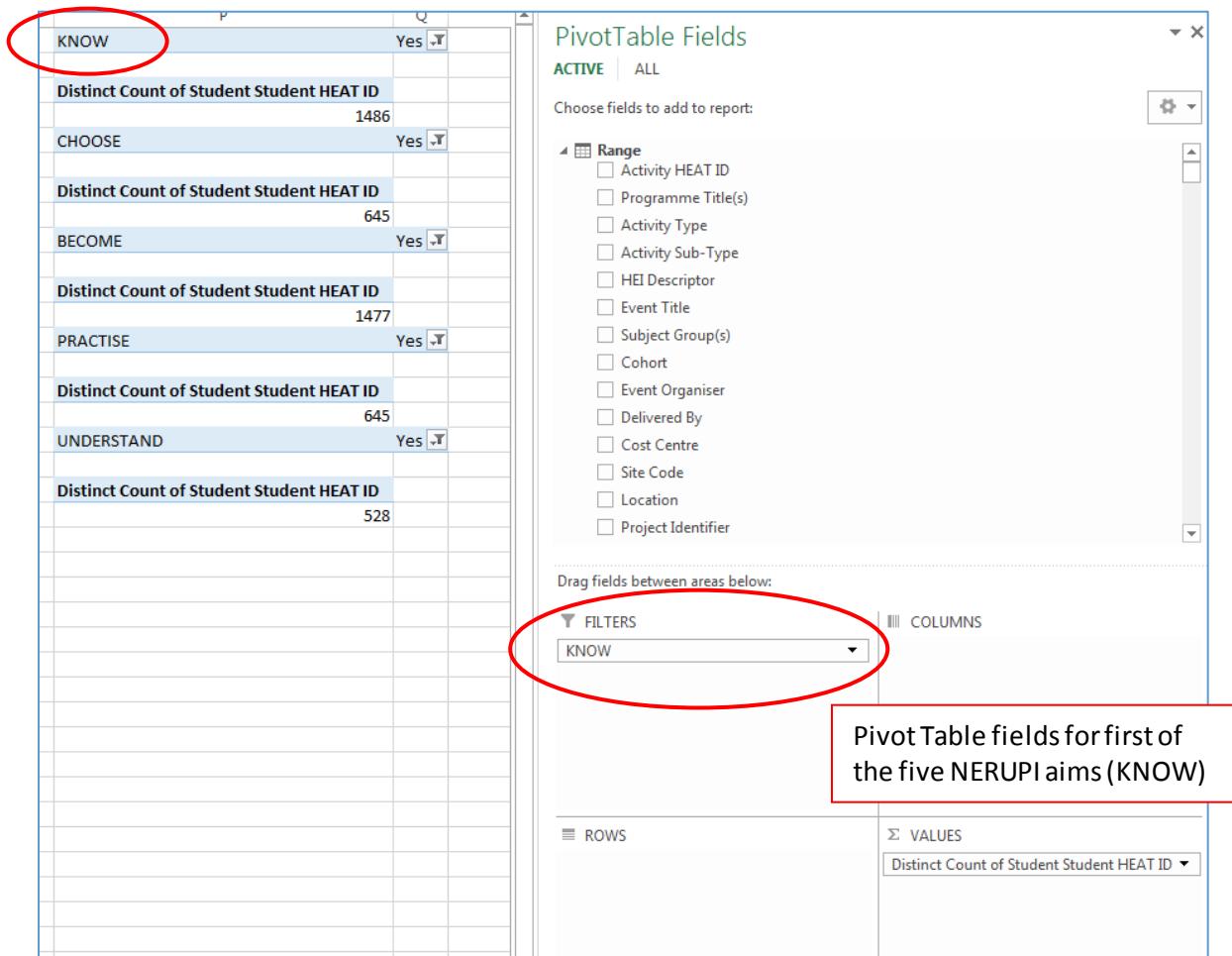
Pivot Table fields for first of the five NERUPI aims

ROWS	VALUES
	<input style="width: 100%;" type="text" value="Sum of Total Students"/>

KNOW Yes

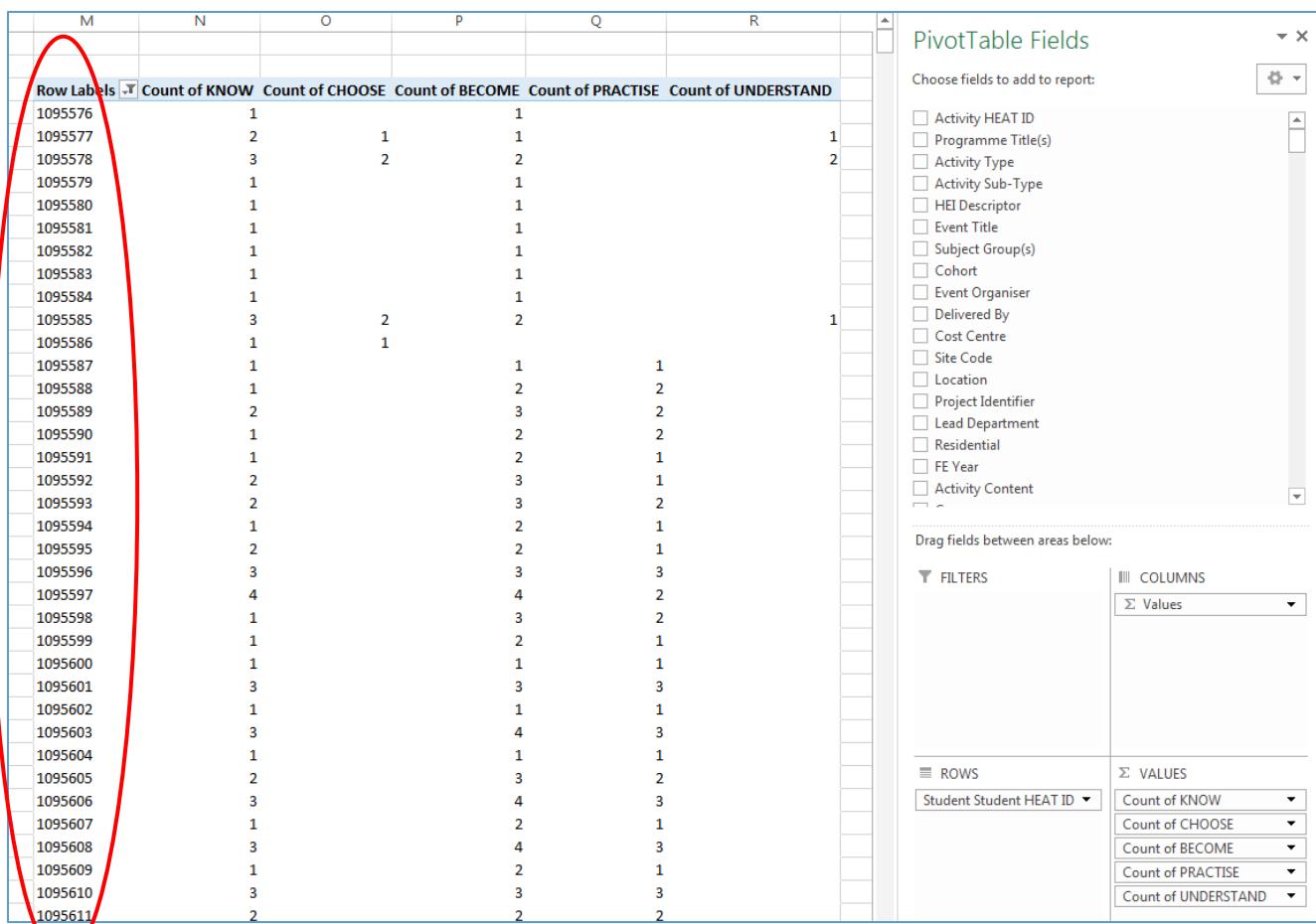
U	V	W
Sum of Total Students		
3733		
CHOOSE	Yes	
Sum of Total Students		
1446		
BECOME	Yes	
Sum of Total Students		
3778		
PRACTISE	Yes	
Sum of Total Students		
1485		
UNDERSTAND	Yes	
Sum of Total Students		
898		

- Exporting activities from HEAT and selecting the [Append Students](#) option will allow you to count the number of **registered** students who have participated in activities assigned to each NERUPI aim
- As students appear more than once under each activity they have participated in, the Pivot Table must be set up to calculate a distinct count of **Student HEAT IDs**
- The screen shot below shows five separate Pivot Tables each counting the number of unique students who have participated in an activity assigned to that NERUPI aim



- This export will also allow you to see where the same students have participated in a range of different activities falling under different NERUPI aims

- The screenshot below lists the **Student HEAT IDs** and shows the number of activities they have participated in assigned to a NERUPI aim



Row Labels	Count of KNOW	Count of CHOOSE	Count of BECOME	Count of PRACTISE	Count of UNDERSTAND	
1095576	1		1			
1095577	2	1	1		1	
1095578	3	2	2		2	
1095579	1		1			
1095580	1		1			
1095581	1		1			
1095582	1		1			
1095583	1		1			
1095584	1		1			
1095585	3	2	2		1	
1095586	1	1				
1095587	1		1	1		
1095588	1		2	2		
1095589	2		3	2		
1095590	1		2	2		
1095591	1		2	1		
1095592	2		3	1		
1095593	2		3	2		
1095594	1		2	1		
1095595	2		2	1		
1095596	3		3	3		
1095597	4		4	2		
1095598	1		3	2		
1095599	1		2	1		
1095600	1		1	1		
1095601	3		3	3		
1095602	1		1	1		
1095603	3		4	3		
1095604	1		1	1		
1095605	2		3	2		
1095606	3		4	3		
1095607	1		2	1		
1095608	3		4	3		
1095609	1		2	1		
1095610	3		3	3		
1095611	2		2	2		

When tracking data from HESA are available, these progression outcomes can be exported from HEAT along with this export. This will allow you to examine whether progression to HE rates are higher for those who have participated in particular packages of activities.